

## **12 FAH-3 H-100 ADMINISTRATION**

### **12 FAH-3 H-110 ESTABLISHING A FIELD OFFICE/RESIDENT AGENCY**

#### **12 FAH-3 H-111 CONSIDERATIONS**

*(TL:FOMH-1 12-4-95)*

Once DS has received appropriate Department and Congressional approval to establish a new field office, DS will consider the following:

- (1) Location;
- (2) Staffing requirements; and
- (3) Equipment, supplies, and services.

#### **12 FAH-3 H-111.1 Location**

*(TL:FOMH-1; 12-4-95)*

A new field office must be located in a Federal building if there is one in the area having sufficient space and suitability for field office operations. If the available Federal building does not meet the criteria for a field office, such as, appropriate space configuration or physical location, DS is still obligated to use the building unless DS can provide strong justification for locating elsewhere. If there is no appropriate Federal building or Federally-owned space but GSA has assignable, leased space in the area, that space will be offered and DS must accept it, unless DS has sufficient written justification showing it to be unsatisfactory.

#### **12 FAH-3 H-111.2 Staffing Requirements**

*(TL:FOMH-1; 12-4-95)*

DS/DSS/FLD will address the staffing considerations listed below as soon as DS/DSS/FLD has determined the primary function of the new office. DS/DSS/FLD will take into consideration the anticipated growth which will directly affect future space requirements:

- (1) The number of positions required and how many will be encumbered by agents and how many by support personnel;
- (2) The grade levels of the positions;

(3) Whether the positions are new or being transferred from somewhere else;

(4) Preparation of written positions descriptions (PDs) justifying the positions; and

(5) Obtaining authorization for the positions from the DS Executive Director (DS/EX) and posting job announcements.

### **12 FAH-3 H-111.3 Equipment, Supplies, and Services**

*(TL:FOMH-1; 12-4-95)*

The SAC will coordinate with DS/OA/ASD on questions regarding office furniture, equipment, and supplies.

### **12 FAH-3 H-111.4 The Security Package**

*(TL:FOMH-1; 12-4-95)*

a. DS/DSS/FLD will consult subchapter 12 FAM 370 for a description of the Office of Domestic Operations (DS/CIS/DO) responsibility and authority for establishing, relocating, and renovating field offices.

b. Once DS/CIS/DO has received the cleared field office request, the Department's Real Property Division (OPR/FMSS/PRD) and the DS Administrative Services Division (DS/OA/ASD) can complete processing requests for space, renovations, and security equipment to be purchased for the field office.

c. DS/DSS/FLD will coordinate the planning for the establishment, relocation, or renovation of a DS field office with the Office of Domestic Operations (DS/CIS/DO), which is responsible for establishing the security requirements as well as providing assistance in identifying and procuring the proper physical security systems and hardware.

(1) These systems may include, but are not limited to:

(a) Doors;

(b) Locks;

(c) Intrusion and duress (panic/holdup) alarms;

(d) Ballistic-resistant barriers (clear and opaque);

(e) Vaults;

(f) Safes;

- (g) Strongrooms;
- (h) Intercom systems; and
- (i) Closed-circuit television cameras.

(2) DS/CIS/DO will identify local and national vendors, including manufacturers, dealers, and installers, as necessary.

(3) DS/CIS/DO will assign a security specialist to assist in the project by visiting the site and/or providing guidance through drawings, reviews/ mark-ups, telephone inquiries, and correspondence. DS/DSS/FLD should address questions on physical security to DS/CIS/DO.

## **12 FAH-3 H-112 STANDARD OPERATING PROCEDURES**

*(TL:FOMH-1; 12-4-95)*

The SAC has the responsibility to produce and maintain a current set of standard operating procedures (SOP) for each field office and resident of-fice. The SOP will contain but not be limited to such issues as:

- (1) Building access procedures;
- (2) Local contact lists;
- (3) Local prosecution guidelines;
- (4) Arrest and holding procedures;
- (5) Office phone policy;
- (6) Vehicle maintenance and repair procedures;
- (7) Alarm system operation; and
- (8) Computer operations and backup procedures, etc.

### **12 FAH-3 H-112.1 Agent Diary**

*(TL:FOMH-1; 12-4-95)*

a. All agents are encouraged to maintain a diary which is a daily record of work performed by the agent. The agent may use the diary as an indicator of the status of ongoing projects.

b. The diary also affords the supervisors an opportunity to periodically review and evaluate their agents' progress. The diaries should include information on the status of investigations, protection details or other temporary duty (TDY). The diaries may be used to complete the weekly field office time and attendance report.

## **12 FAH-3 H-113 REQUESTING SUPPLIES AND SERVICES**

*(TL:FOMH-1; 12-4-95)*

a. Federal procurement regulations govern the procedures for obtaining supplies, equipment and services. To request supplies, procurement, and services, the SAC will complete the "Support Request Form" and forward it to the Director of DS/DSS/FLD for program manager approval. After clearing the request, DS/DSS/FLD will forward it to DS/OA/ASD for processing.

b. A field office will not enter into a contractual arrangement or alter an existing purchase order without first obtaining authorization from DS/OA/ASD. If an office incurs a liability before a proper purchase order or contract has been issued, the purchase order or contract may be impossible to obtain later. In such cases U.S. Government funds may not be used to pay the vendor, and field office personnel would be held responsible for payment.

c. If an urgent requirement arises, offices should contact DS/DSS/FLD or DS/OA/ASD for assistance.

### **12 FAH-3 H-113.1 Office Supplies**

*(TL:FOMH-1; 12-4-95)*

a. The SAC will procure regular office supplies through the GSA customer supply center (CSC) order office located nearest to the field office. To order supplies not available from the local CSC utilize the FED STRIP Method described below. Each field office should have a copy of the current GSA Federal Supply Service Catalog.

b. Once the SAC identifies the desired item, he or she will fill out a support request form, providing a detailed description of the item and its NSN code (see the National Stock Number index in the back of the catalog). The SAC will transmit the completed form to DS/OA/ASD through DS/DSS/FLD.

## **12 FAH-3 H-113.2 Major Purchases**

*(TL:FOMH-1; 12-4-95)*

a. The SAC will forward a completed support request form for major purchases, such as furniture, equipment, etc., to DS/OA/ASD through the DS/DSS/FLD. It will take approximately one month for processing and for the Bureau for Administration (A/OPR) to issue a purchase order.

b. The field office will receive copy number three (yellow) and copy number six (white) of the order. Once the item has been received, follow the instructions at the bottom of copy number three.

c. The field office must certify receipt of the item by immediately returning copy number three to the Department's Bureau of Finance and Management Policy (FMP). FMP will then authorize release of funds for payment. If there is a question about purchasing, the SAC will contact DS/OA/ASD for assistance.

## **12 FAH-3 H-113.3 Blanket Purchase Authorization (BPA) or Recurring Services Requests**

### **12 FAH-3 H-113.3-1 Blanket Purchase Authorization (BPA)**

*(TL:FOMH-1; 12-4-95)*

The Department sets up a BPA to obtain services or supplies in cases where the total dollar value is not predetermined, such as for car repairs, camera supplies, etc., for periods of 15, 18, or 21 months. The SAC will transmit a support request form through DS/DSS/FLD to DS/OA/ASD which will assign the appropriate obligation numbers.

### **12 FAH-3 H-113.3-2 Recurring Services**

*(TL:FOMH-1; 12-4-95)*

The Department sets up recurring services requests for a specified time period but for a definite dollar value. DS/PPB/FMD assigns obligation numbers. The SAC will submit a completed support request form through DS/DSS/FLD to DS/OA/ASD to request recurring services authorization. DS/OA/ASD will prepare a funded requisition and forward it to A/OPR for processing.

## **12 FAH-3 H-113.4 Printing Services**

*(TL:FOMH-1; 12-4-95)*

The SAC will forward a completed support request form through DS/DSS/FLD to DS/OA/ASD and attach an accurate sample of the print job item requested. DS/OA/ASD will prepare a funded requisition and forward it to A/IM/IS/OIS/PS (Publishing Services) for processing.

## **12 FAH-3 H-113.5 Subscriptions/Book Purchases**

*(TL:FOMH-1; 12-4-95)*

The SAC will forward a completed support request form through DS/DSS/FLD to DS/OA/ASD to obtain subscriptions such as street directories, photospread journals, etc. DS/OA/ASD will then prepare a funded requisition and forward it to A/IM/IS/OIS/LR (Library Services) for processing.

## **12 FAH-3 H-113.6 Invoices**

*(TL:FOMH-1; 12-4-95)*

a. Once the SAC has received a commodity, the vendor will issue an invoice requesting payment. Depending on the type of service/commodity, the vendor will either forward an invoice directly to FMP (Vendor Claims) or to the requesting office. The field office should use the following steps to process immediately any invoices it receives:

(1) Determine if the invoice accurately reflects the service/commodity received and that the dollar amount agrees with purchase order dollar amount;

(2) Accountable officers must certify that the invoice is correct for payment and verify that the correct purchase order number is listed on invoice;

(3) The SAC will forward the invoice to DS/OA/ASD together with copy #3 of the purchase order which must also be signed; and

(4) Retain a copy of the invoice for office files.

b. Once DS/OA/ASD has received the invoice, DS/OA/ASD checks it for completeness and places the remaining fiscal data on the invoice. Within two days of receipt, DS/OA/ASD will hand carry the invoice to FMP (Vendor Claims) for processing.

c. If a vendor calls concerning an unpaid invoice, the SAC will contact FMP (Vendor Claims) providing the following information:

- (1) Purchase order number;
- (2) Invoice number; and
- (3) Date when it was forwarded.

## **12 FAH-3 H-113.7 Building Services**

*(TL:FOMH-1; 12-4-95)*

a. GSA Building Management has field or regional offices throughout the country which are responsible for U.S. Government building services. These offices will provide reimbursable services to field offices in matters pertaining to telephones, electrical and carpentry service, and maintenance.

b. Reimbursable work authorizations (RWA) cover expenses incurred for GSA support. GSA and A/OPR set up RWAs at the beginning of each fiscal year for each DS field office. The SAC will use the authorized amounts to pay for small repair requirements throughout the year.

c. For major repair/renovation requirements, field offices must forward through DS/DSS/FLD to DS/OA/ASD a support request form, together with floor plans and descriptions detailing the repairs/renovation contemplated. If both offices approve, DS/OA/ASD forwards a funded RWA requisition to the Bureau of Administration Office of Public Building Projects and Real Property (A/OPR/RP) for processing.

## **12 FAH-3 H-113.8 Space Requests**

*(TL:FOMH-1; 12-4-95)*

Periodically, an office may need additional parking or office space. In such a case, the SAC will submit through DS/DSS/FLD to DS/OA/ASD a request for additional space on a support request form together with a de-tailed memorandum of justification. If approved, DS/OA/ASD will forward a funded requisition to the Bureau of Administration Office of Public Building Projects and Real Property (A/OPR/RP) for processing.

## **12 FAH-3 H-114 PROCESSING BILLS**

### **12 FAH-3 H-114.1 Preparing Petty Cash Vouchers**

*(TL:FOMH-1; 12-4-95)*

The SAC will prepare and submit Form SF-1034, Public Voucher for Purchases and Services other than Personal, for petty cash, and transmit it to DS/PPB/FMD. Instructions for completing this form follow:

- (1) Item 1. Enter work mailing address;
- (2) Item 2. Enter date of voucher;
- (3) Item 3. Enter the name of the employee, Social Security number, and his or her mailing address for sending the check;
- (4) Item 4. Enter a brief description of the services rendered;
- (5) Item 5. Enter amount(s) of the bill;
- (6) Item 6. Enter total amount to be paid with the voucher;
- (7) Item 7. Enter name and signature of the DS official approving the payment (must be the employee's supervisor);
- (8) Item 8. Enter title of the DS official approving the payment; and
- (9) Item 9. Mail vouchers to DS/PPB/FMD.

## **12 FAH-3 H-114.2 Preparing Public Vouchers**

*(TL:FOMH-1; 12-4-95)*

a. To submit a voucher for vendor claims (for example for a contract investigator), the SAC will prepare Form SF-1034 and transmit it to DS/PPB/FMD. The instructions for completing the form are:

- (1) Item 1. Enter Vendor's claims mailing address:  

U.S. Department of State  
Financial Services  
General Voucher  
Rosslyn Station  
Post Office Box 9487  
Arlington, Virginia 22209
- (2) Item 2. Enter date of voucher;
- (3) Item 3. As indicated;
- (4) Item 4. Enter requisition number. This will be the allotment and obligation number to which the voucher will be charged, and will appear in block 7 of the investigator's purchase order;
- (5) Item 5. Enter number of voucher. The SAC should number the vouchers for each investigator sequentially against the master contract number;

(6) Item 6. The SAC will enter the name of the investigator and his or her mailing address;

(7) Item 7. Enter the date or period of time that the voucher covers;

(8) Item 8. Enter a brief description of the services rendered. The SAC should include the investigator's social security number (SSN) either here or under the address in Item 6. If the SAC does not include the SSN some-where on the voucher, FMP/FO may deduct a portion of the payment for tax withholding;

(9) Item 9. Enter amount(s) of the bill;

(10) Item 10. Enter total amount the voucher will pay;

(11) Item 11. Enter total amount the voucher will pay;

(12) Item 12. Enter name and signature of the DS official approving the payment;

(13) Item 13. Enter title of the DS official approving the payment; and

(14) Item 14. Enter the fiscal data to be charged. Make certain the charged amount is also included. For example, if the total bill is to be paid under a purchase order assigned to allotment 1038, the fiscal data for a \$4,000.00 bill should be as follows:

1990113-1038-9 - 171920-5430-2589- \$4,000.00

b. If there are two or more purchase orders (for example, for this investigator there are two purchase orders, one under allotment 1038, and one under appropriation 1990113, allotment 2048) against the master contract, and both purchase orders are to be cited for a \$4,000.00 bill, the fiscal data on the voucher should appear as follows:

1990113-1038-9 - 171920-589	-	\$1,399.50
19X0113-2048-9 - 171920-2589	-	\$2,600.50

c. If the fiscal data in Item 14 does not include the amount to be paid, the vendor claims office will not know how to distribute the payment against the various purchase orders that an investigator may have under his or her master contract.

**NOTE:** The SAC will never use data for two different fiscal years on the same voucher.

## 12 FAH-3 H-114.3 Definition of Fiscal Citation Codes

(TL:FOMH-1; 12-4-95)

a. The meaning of the parts of a typical fiscal citation, specifically a sample FY 1996 fiscal citation for an investigator BPA are explained as follows:

Appropriation:	1960113 (or 19X0113)
Allotment:	1038 (or 2048)
Obligation No.:	_____
Organization Code:	171920
Function Code:	5430
Object Class:	2589

(1) Appropriation: Department of Treasury symbol which identifies the general purpose and the fiscal year of an account. 19\_0113 is the Department's "Salaries and Expenses" (S&E) appropriation. The third character represents the fiscal year of the account:

example:

1960113 refers to FY 1996 funds

19X0113 refers to no-year funds;

(2) Allotment: Department of State symbol which identifies the bureau and specific purpose of the account

example: 1038

contains funds for our base security programs

DS funds for the field offices in FY 1996 will use the following appropriations and allotments:

1960113-1038: base security funds for on-going programs;

(3) Obligation Number: Department of State unique, six-digit number which is assigned to a contract, purchase order, etc.;

(4) Organization Code: Department of State six-digit number which identifies the office that is paying for the service;

(5) Function Code: Department of State four-digit number which identifies the program for which the service is being procured; and

(6) Object Class: Four-digit number which identifies the type of service. The major object class categories are:

1100: Personnel compensation (salary, overtime, awards, etc.)  
1200: Personal benefits (retirement, medical & life insurance, etc.)  
2100: Travel  
2200: Transportation of things  
2300: Rent, communications and utilities  
2400: Printing  
2500: Contractual services  
2600: Supplies  
3100: Equipment

## **12 FAH-3 H-115 FILING SYSTEM**

*(TL:FOMH-1; 12-4-95)*

All DS field and resident offices will use the filing system given as 12 FAH-3 H-115 Exhibit H-115 . DS conformed the system to Department regulations and developed it to provide uniformity. DS keeps subject files specifically to a minimum to serve as the core of the system. Agency rec-ords are covered by 5 FAM —Information Management and 5 FAH-4 — Records Management Handbook.

## **12 FAH-3 H-116 REPORTS**

### **12 FAH-3 H-116.1 Monthly Statistical Reports**

*(TL:FOMH-1; 12-4-95)*

At the conclusion of every calendar month, each SAC must report the activities and accomplishments of his or her field office (report number F-93- 1). The SAC will include in the report:

- (1) Explanation for any overdue/delinquent cases;
- (2) Obligations for contract investigators; and
- (3) Significant activities performed during the month.

The SAC will transmit reports to DS/DSS/FLD in time to arrive before the 5th day of the following month. Monthly statistical reports are used to gauge performance and for budgetary and statistical purposes.

### **12 FAH-3 H-116.2 Weekly Manpower Reports**

*(TL:FOMH-1; 12-4-95)*

a. Each field office is responsible for preparing a weekly manpower report (report number F-93-2). The report should provide information on the status of special agent personnel for the upcoming week including a listing of:

- (1) All available agents;
- (2) Agents on protective security (PRS) assignments;
- (3) Agents not available for PRS assignments; and
- (4) The duty agent.

b. The SAC will submit reports via facsimile (fax) to DS/DSS/FLD prior to close of business each Friday. DS/DSS/FLD utilizes these reports to de-

termine the availability of personnel for temporary staffing on protective details and other operations requiring field office manpower. The report also serves to inform field office managers of the current status of their personnel.

## **12 FAH-3 H-116.3 Time and Attendance**

### **12 FAH-3 H-116.3-1 Hours of Work/Calling In**

*(TL:FOMH-1; 12-4-95)*

a. The “normal” work-week for personnel assigned to field offices is 5 days, 8 hours per day with Saturday and Sunday as regular days off (RDO). Minor “flex-time” modification to this 40 hour week is permitted.

(1) “Flex-time” permits agents to adjust work time around the “core hours” between 0745 to 1745 hours. For example, agents may work from 0745 to 1630 hours instead of the regular hours of 0815 to 1700 hours. However, after selection of a schedule other than the “normal” hours, agents must keep that schedule on a day-to-day basis and notify their supervisors in advance of any changes.

(2) Support staff may use scheduled “flex-time” at the SAC’s discretion. The SAC will determine the office needs and coverage and will make accommodations accordingly.

b. See subchapter 3 FAM 2330 regarding hours of duty.

c. Supervisors are expected to know the whereabouts and activities of all personnel during duty hours.

(1) Agents must sign in and out when arriving at or leaving the field office. When “in the field,” agents must have supervisory approval the day before or prior to departing the office that day. The SAC will ensure that either a locator card or card file is maintained at the receptionist’s desk.

(2) When working “in the field” an agent should call in to the field office twice a day, once in the morning between 0830 - 0930 hours and again in the afternoon between 1400 - 1500 hours. This permits the office to pass along any routine messages to agents in the field and also provides an opportunity to advise the agent of any changes in schedules, priorities, such as unexpected assignment to protective details, and urgent cases or court appearances.

### **12 FAH-3 H-116.3-2 Time and Attendance (T&A) Reports**

*(TL:FOMH-1; 12-4-95)*

a. Field offices must submit T&A sheets on every employee for each week. When in Washington, D.C., all agents (including those on local TDY for

training) must submit their time sheets and one copy to their unit supervisors (NOT to the time keepers). Agents should also keep an additional copy for their own records.

b. Agents must turn in all time sheets for week "A" of the pay period no later than 1400 hours of the first workday (usually Monday) of week "B". Agents must submit all time sheets for week "B" no later than 0900 hours on the last work day of week "B" (normally Friday).

c. An agent's failure to report on a timely basis can delay payment of overtime. Telephonic reporting by personnel on TDY (e.g., protective details) must also meet these time constraints. Occasionally, due to holidays or other requirements, agents will need to report earlier.

d. When traveling on official business during week "B" of a pay period, agents should call in their time directly to their supervisor or his or her designee only. Fellow agents, time keepers, and support staff cannot accept hours. Agents will note that the Department prohibits unit supervisors from accepting any time reports after 0900 hours the last work day of week "B" (normally Friday). The Department will not accept any time sheet that the agent's unit supervisor or his or her designee and the agent in charge (AIC) of the protective detail have not signed. The timekeeper will only accept time sheets after the unit supervisor and/or AIC of the detail have approved them. It is important that time sheets reflect the weekly totals in the summary area at the right side of the form.

e. The supervisor must show specific hours of any overtime on the time sheet. Agents usually work overtime in conjunction with protective details. Supervisors must authorize investigative overtime before agents perform it.

## **12 FAH-3 H-116.3-3 Premium Pay**

*(TL:FOMH-1; 12-4-95)*

a. Special Agents of the Diplomatic Security Service are entitled to receive premium pay for travel time that occurs outside an agent's regular working hours. Title 5 U.S.C. section 5542 governs when overtime pay for federal employees can be authorized for time spent in travel status. Particularly relevant to DS is section 5542(b)(2)iv which authorizes premium pay for overtime travel which "results from an event which could not be scheduled or controlled administratively..."

b. When scheduling the workweek for DS special agents, 18 U.S.C. 6101(3) applies:

Basic 40-hour Workweek; Work Schedules; Regulations

(3) Except when the head of an executive agency, a military department, or of the government of the District of Columbia determines that his organization would be seriously handicapped in carrying out its functions or that costs would be substantially increased, he shall provide, with respect to each employee in his organization, that—(A) assignments to tours of duty are scheduled in advance over periods of not less than 1 week; (B) the basic 40-hour workweek is scheduled on 5 days, Monday through Friday when possible, and the 2 days outside the basic workweek are consecutive.

c. Supervisors usually will not accept time sheets which show "projected overtime" for an upcoming TDY. The frequent changes in protective detail schedules that the SAC requires complicates the process of "adjusting" or correcting time sheets. There are some instances when the SAC has accepted "projected overtime." However, the agent must receive prior approval from the SAC.

## **12 FAH-3 H-116.3-4 TATEL Submission**

*(TL:FOMH-1; 12-4-95)*

a. The SAC will ensure the timely transmission of time and attendance information for each employee via the Department's time and attendance computer system (TATEL). Each office must transmit the information prior to the system close out, which normally occurs on the last Friday of each pay period.

b. The accuracy of the report for each employee is the responsibility of the SAC, who must approve the TATEL submission by signature prior to transmission for each pay period. Time and attendance information will be taken from the field office time and attendance report completed on a weekly basis by each field office employee.

## **12 FAH-3 H-116.3-5 Weekly Activities Attendance Report**

*(TL:FOMH-1; 12-4-95)*

a. Each field office employee must submit a Weekly Activities Report (report number F-93-3, see 12 FAH-3 H-116 Exhibit H-116.3-5 ) to the SAC which identifies the number of hours spent on investigations, protection, administration, training and other activities.

b. Field offices will maintain the signed and approved weekly activities reports for two (2) years. The reports are subject to audit by the SAC and DS/DSS/FLD at any time.

## **12 FAH-3 H-116.4 Motor Vehicle Reports**

*(TL:FOMH-1; 12-4-95)*

Motor vehicle reports are discussed under section 12 FAH-3 H-223 .

## **12 FAH-3 H-117 PROPERTY MANAGEMENT**

*(TL:FOMH-1; 12-4-95)*

a. The first aspect of efficient property management involves serializing and keeping track of U.S. Government property. To this end, each field and resident office must maintain accurate property records. The field office will conduct an accurate yearly inventory of all property. The SAC should keep the original inventory in the field office file and forward copies to DS/DSS/FLD and DS/OA/ASD.

b. The newly designed DS comprehensive bureau property management system uses bar code labels. The field office's property custodial officer will attach bar code labels to each piece of serialized property (an item with its own serial number) with an acquisition cost of \$100 or more and to non-serialized property with an acquisition cost of \$500 or more. For further guidance on personal property management, refer to subchapter 6 FAM 1250 .

c. The second major aspect of accurate property management concerns disposal. The SAC will contact the local GSA representative concerning the rules for property disposal. The SAC will use Forms SF-120 and SF-126 for this purpose.

## **12 FAH-3 H-117.1 Items to Inventory**

*(TL:FOMH-1; 12-4-95)*

a. All nonexpendable serialized property with an invoice value of \$100.00 or more and non-serialized property with an invoice value of \$1,000 or more. See also section 12 FAH-3 H-117.2 .

b. However, the Property Custodial Officer (PCO) must inventory the following property regardless of invoice cost:

- (1) Property of a sensitive nature;
- (2) Serialized numbered equipment;
- (3) Leased property; and
- (4) Property loaned to another activity.

c. If there are questions or problems, the PCO will contact a DS/OA/ASD technician at DS headquarters in Washington, D.C.

## **12 FAH-3 H-117.2 Radio Inventory**

*(TL:FOMH-1; 12-4-95)*

a. Radios are on loan from the Department's Office of Operations (A/IM/SO/TO) to DS and to DS field offices. Every December 15th, the ASAC, or his or her designated representative, will forward to the Domestic Radio Officer (DRO) at the Bureau of Administration Maintenance Division (A/IM/SO/TO/MT) an updated inventory list of office radio equipment including:

- (1) Fixed station equipment listed by type and location;
- (2) Mobile units listed by type, serial number and vehicle; and
- (3) Handheld radios listed by type, serial number and the name of the responsible agent.

The ASAC will provide a copy to DS/DSS/FLD.

b. The ASAC will use the sample radio inventory format given as 12 FAH-3 H-117 Exhibit H-117.2 for the annual radio inventory. Use standard memorandum style.

## **12 FAH-3 H-118 RESOURCE LIBRARY**

*(TL:FOMH-1; 12-4-95)*

The field and resident offices will maintain the resource library materials given as 12 FAH-3 H-118 Exhibit H-118 .

## **12 FAH-3 H-119 UNASSIGNED**

# 12 FAH-3 H-115 Exhibit H-115

## FILING SYSTEM

### AUTOMATED DATA PROCESSING (AADP)

AADP Contractor/Installation	AADP Hardware	AADP Systems Security
AADP FOCIS	AADP Maintenance	AADP Training
AADP General Policy and Plans	AADP Software	

### EMERGENCY PLANNING (AEMR)

AEMR Contingency Plans	AEMR Records Destruction
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### BUILDING AND GROUNDS (ABLD)

ABLD Acquisition	ABLD Fire Safety	ABLD Parking
ABLD Building/Floor plans	ABLD Furnishing	ABLD Enhancement/Public
ABLD Building Management	ABLD Improvement/Renovation	Access Controls
ABLD Enhancement/Public Controls	ABLD Inventory	ABLD Survey
	ABLD Maintenance	

### FINANCIAL MANAGEMENT (AFIN)

AFIN FOCIS	AFIN General Policies and Plans	AFIN Vendors
AFIN Fund Allotment—Imprest Fund	AFIN Payroll	AFIN Vouchers

### INFORMATION MANAGEMENT (AINF)

AINF Classification	AINF Document Format	AINF Freedom of Information (FOI)
AINF Declassification	AINF Filing System	AINF Privacy Act
AINF Disposition	AINF Forms	AINF Records Destruction

### COMMUNICATIONS AND NETWORKS (ANET)

ANET Facsimile	ANET NCIC	ANET Secure Communication
ANET General Policies and Plans	ANET Pagers	ANET TECS
ANET Local Networks	ANET Radios	ANET Telephones ANET Mail

### PERSONNEL (APER)

APER Awards	APER Leave	APER Staffing
APER Contract Employees	APER Performance Evaluations	APER Time and Attendance
APER Employment	APER Personnel Actions	APER Vacancy Announcements
APER Foreign Service/Civil Service	APER Position Descriptions	APER Work Requirements
APER Grievances	APER Recruitment	APER Workload
APER Health Plans		

### SECURITY (ASEC)

ASEC Counterintelligence	ASEC Passport Fraud	ASEC Unit Security Procedures
ASEC Dignitary Protection	ASEC Personnel Investigations	ASEC Visa Fraud
ASEC Liaison	ASEC Protection of Foreign Missions	ASEC Waste, Fraud, Mismanagement, and OIG
ASEC Munitions Control	ASEC Threat Assessment	
ASEC Name Checks	ASEC Threat Letters	

### SUPPLIES AND EQUIPMENT (ASUP)

ASUP Excess Property Disposal	ASUP Purchase Orders	ASUP Subscriptions
ASUP Official Vehicles	ASUP Requisitions	ASUP Supplies

**CONGRESSIONAL TRAVEL (OREP)**

OREP Congressional Travel

**PASSPORT AND CITIZENSHIP (CPAS)**

CPAS General Policies and Plans    CPAS Lookouts

**VISAS (CVIS)**

CVIS General Policies and Plans

**CIVIL AVIATION (EAIR)**

EAIR General Airport Information

**INTERNATIONAL ATHLETIC EVENTS (KOLY)**

KOLY Albertville 92	KOLY Norway 94	KOLY Misc. Events—Overseas
KOLY Barcelona 92	KOLY Olympic Security General	KOLY Misc. Events—Domestic
KOLY Goodwill Games	90 KOLY Pan American Games Havana 91	

**FOREIGN DIPLOMATS AND FOREIGN MISSIONS (OFDP)**

OFDP Foreign Diplomatic Missions/ Employees	OFDP Liaison	OFDP Resident Foreign Officials Protection Program
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**TRAVEL (OTRA)**

OTRA Accommodations	OTRA Travel Locator Messages	OTRA Travel Orders
OTRA General Policies and Plans		

**TERRORISTS AND TERRORISM (PTER)**

PTER Acts of Terrorism	PTER Antiterrorism Assistance	PTER General Policies and Plans Program PTER Threats
PTER Antiterrorism Measures		

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## FIELD OFFICE TIME AND ATTENDANCE REPORT (DS-1893)

(Page 1 of 2)



U.S. DEPARTMENT OF STATE  
BUREAU OF DIPLOMATIC SECURITY  
DIPLOMATIC SECURITY SERVICE

### FIELD OFFICE TIME AND ATTENDANCE REPORT

NAME		LOCATION				PAY PERIOD	
SECTION		DATES COVERED					

	SUN	MON	TUE	WED	THU	FRI	SAT	TOTALS				
HRS SCHED												
HRS WORKED												
PROTECTION	RD	OT	RD	OT	RD	OT	RD	OT	RD	OT	RD	OT
FOR DIG (FD)												
SEC STATE (SD)												
RFO												
DOM DIG (DD)												
											WEEKLY TOTAL	
PL												
<b>INVESTIGATIONS</b>												
CRIMINAL (PPT)												
CRIMINAL (M)												
CRIMINAL MISC.												
											WEEKLY TOTAL	
PERSONNEL (BKG)												
<b>TDY (Indicate Type and Post)</b>												
											WEEKLY TOTAL	
<b>TRAINING (Indicate Type)</b>												
											WEEKLY TOTAL	
<b>ADMINISTRATIVE (Indicate Activity)</b>												
											WEEKLY TOTAL	
<b>LEAVE</b>												
ANNUAL (AL)												
SICK (SL)												
OTU												
											WEEKLY TOTAL	
<b>PREMIUM HOURS</b>												
NIGHT (ND)											PAY PERIOD TOTAL REPORTED HOURS	
SUNDAY (SD)												
HOLIDAY (HPI)												

I certify the above reported hours comply with Department regulations.

	Date	
Employee's Signature		Detail Name and Number
	Date	
Supervisor's Signature		ATTN Signature

FORM 11-93 DS-1893

**EXPLANATION OF TIME AND ATTENDANCE REPORT**

**HRS SCHED** = Hours Supposed to Work, e.g., 0900 – 1700

**HRS WORKED** = Actual Hours Worked, to include overtime, e.g., 0730 – 2200

**“RD”** = Regular Hours Worked, not to exceed eight hours

**“OT”** = Overtime Hours Worked

**PROTECTION:**

**FOR DIG (FD)** = Foreign Dignitary

**SEC STATE (SD)** = Secretary's Detail

**RFO** = Ambassadorial Detail

**DOM DIG (DD)** = Domestic Dignitary

**PL** = Police Liaison, to include embassies and consulates

**INVESTIGATIONS:**

**CRIMINAL (PPT)** = Includes all Passport cases

**CRIMINAL (V)** = Includes all visa cases

**CRIMINAL MISCELLANEOUS** = Fill in as needed for specific case, e.g. PI/CI/SIB cases;  
Task Force/Police activity, etc.

**PERSONNEL (BKG)** = Includes full field BI's and Updates

**TDY:**

Indicate Type of TDY, e.g., Site Security, Protection, ARSO or RSO.

Indicate Post

**TRAINING:**

Indicate type of training, e.g., Range, In-Service, Wang, etc.

**ADMINISTRATIVE:**

Indicate activity to include supervisory, logistics, cleaning/inventory SPE,  
courier assist, etc.

Travel Vouchers are done under PRS, INV, or TDY time, not Admin.

**LEAVE:**

**ANNUAL** = Annual Leave

**SICK** = Sick Leave

**CTU** = Compensatory Time Used, hours must be listed

**Blank Space** = Fill in as needed, e.g., Military Leave, Administrative, Holiday,  
Continuation of pay, etc.

**PREMIUM HOURS:**

**NIGHT** = Night differential (1800 – 0600), hours must be listed

**SUNDAY** = Sunday differential, hours must be listed (Sunday must be a regular work day in order to receive SD, you cannot receive SD and OT. For example, if you are on a TDY to the Secretary's Detail, and Sunday is your regular work day, you receive SD for the first eight hours worked, after eight hours, you only receive OT.)

**HOLIDAY** = Holiday differential, hours must be listed (this can only be claimed if you work on a holiday)

**Blank** = Fill in as needed, e.g., Compensatory time worked, hours must be listed.

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## DOMESTIC RADIO INVENTORY FORMAT

December 15, 19\_\_

TO: A/OC/ML/R - Domestic Radio Officer

FROM: ASAC, John Doe - (Field Office)

TAGS: ANET, ASUP

SUBJECT: Annual Radio Inventory

### 1. Fixed Station Equipment

<u>Type</u>	<u>Location</u>
Repeater .....	Grandview Towers Building
Voting Selector .....	Federal Building
Remote Control .....	Federal Building
Remote Unit .....	Federal Building
Voting Receiver .....	FAA Building, Greater Pittsburgh Airport
Voting Receiver .....	U.S. Steel Building
Voting Receiver .....	Monroeville Hilton

### 2. Mobile Units

<u>Type</u>	<u>Serial Number</u>	<u>Vehicle</u>
Motorola Syntor-X .....	123ABC45 .....	Limo
Motorola Syntor-X .....	321CDE543 ....	Sedan
G.E. Ranger .....	120034005 .....	Van

### 3. Handheld Radios

<u>Type/Agent</u>	<u>Serial Number</u>
PE-65/Jane Smith .....	12245400
PE-65/Mike Riordan .....	12337861

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## RESOURCE LIBRARY

REFERENCE MATERIAL .....	DOCUMENT
<b>RESOURCE</b>	
3 FAM ( <i>Personnel</i> ) .....	A/IM/IS/OIS/RA/DIR <sup>2</sup>
9 FAM ( <i>Visas</i> ) .....	A/IM/IS/OIS/RA/DIR <sup>2</sup>
12 FAM ( <i>Diplomatic Security</i> ) .....	A/IM/IS/OIS/RA/DIR <sup>2</sup>
<i>Field Office Management Handbook (12 FAH-3)</i> .....	A/IM/IS/OIS/RA/DIR <sup>2</sup>
<i>Protection Handbook (12 FAH-2)</i> .....	A/IM/IS/OIS/RA/DIR <sup>2</sup>
Consulate List .....	A/IM/IS/OIS/PS
Diplomatic List .....	A/IM/IS/OIS/PS
DS Agent Authorities .....	DS/DSS/L
DS Telephone Directory <sup>1</sup> .....	DS/TSD/SA
Federal Travel Regulations Part II <sup>1</sup> .....	A/IM/IS/OIS/PS
<i>Foreign Affairs Personnel Register</i> (FSO Biographic Book) - Classified .....	PER/EX/RR
GSA <i>Federal Supply Service Catalog</i> .....	GSA
<i>Key Officers of Foreign Service Posts</i> .....	A/IM/IS/OIS/PS
United States Code (U.S.C.) Titles 18 and 22 .....	DS/TSD/SA or purchase locally & voucher
U.S. Department of State Telephone Directory <sup>3</sup> .....	DS/TSD/SA
<i>Who's Who in America</i> (Annual issue) .....	Purchase locally & voucher

<sup>1</sup> This publications should also be located at resident offices.

<sup>2</sup> For questions regarding status, validity, issuance, and so forth about the Foreign Affairs Manual (FAM) or Foreign Affairs Handbook (FAH) series, direct requests to:

OIS/RA/DIR,  
Room B-264, NS,  
Washington, D.C. 20520

For individual transmittal letters, or subscriptions for paper versions of FAM/FAH materials, direct requests to:

A/IM/IS/OIS/PS,  
Room B-847A, NS,  
Washington, D.C. 20520  
Telephone 202-647-1105

For the INFOREGS (or other) CD-ROM, direct requests to:

INFOEXPRESS Coordinator  
A/IM/IS/OIS, Room 1239, NS,  
Washington, D.C. 20520-1239

Telephone 202-736-4881, FAX 202-736-7304

<sup>3</sup> Included in the Department's INFOGUIDES CD-ROM.

